Colchester Public Schools
Application for Approval of Field Trip

✓ google
✓ admin signature
1/5/23

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: Jan 3, 2023

Field Trip Information

Applicant Name: Cindy Praisner	**Method of Transportation:** Bus
School: Choose School Bacon	**Bus Service Number(s)** *(if applicable)*:
Grade(s) and Group(s): 9-12 / Robotics	**Number of Students:** 12 (4 Thursday)
Date(s) of Trip: March 16, 17, & 18	**Number of Day(s) of Trip:** 3
Event: FIRST Robotics Competition – Western New England U.	
Destination: Western New England Univ	**Phone Number:**
Address (for each destination): Alumni Healthful Living Center 1215 Wilbraham Rd Springfield, MA	**State:** MA
Time of Departure From School: see schedule **Time of Arrival Back at School:**	**Special Clothing and/or Equipment Required:** Club Uniform / Robot / Equipment

Student Cost Information

***Cost to Student:** $ 0	**Suggested Student Pocket Money:** $ 5

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** [redacted] Alan Mockstield	**Cell Phone:** [redacted]
2. **Name:** John Spaulding	**Cell Phone:**

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

See Attached List

Administrator Signatures

Applicant Signature Cindy Praisner

Administrator's Signature Amy Begin ☐ Recommended ☐ Not Recommended

Superintendent's Signature ☑ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date:	☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es):** $

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Cost Form

Date(s) of Trip:

March 16, 17, + 18

Event: FIRST Robotics Competition – Western New England U

M&J Bus(es) ONLY

Number of Students:

4 Thursday
12 Friday + Saturday

Estimated Hours for trip:
(Add 1 hour pre/post trip)

	AT BACON	AT WNE
Thursday,	4:00 PM PICK UP	9:00 PM RETURN
FRIDAY,	6:15 PICK UP	6:00 PM PICK UP
SATURDAY	6:15 PICK UP	6:00 PICK UP

Number of Buses: 1

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:		
Miscellaneous Fees per student:		
Total admission and miscellaneous fees:		
Cost of Bus		
Total Field Trip ***Cost per Student:**	0	

Additional Costs:

Number of Substitute Teachers	0
Rate per Day	
Special Education costs	
Cost Associated if Nursing Required	0
Total ***Cost to District:**	0
Total ***Cost of Trip:**	

Alternate funding for trip provided by:

Corporate sponsors of the team.

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): FIRST Robotics Competition - Western New England U

Reference Check: Visited site on: NA *or* Spoke with: _____

Name: Cindy Praisner **Grade/Group:** 9-12/Robotics
(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☐ Yes ☒ No
- **Curriculum Unit(s):**
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):

- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
	See Attached	

Approvals:

_____ Department Chair (High School Only)	_____ Date	☐ Approved	☐ Denied
Amy Begue Principal	1/5/23 Date	☑ Approved	☐ Denied
_____ Director of Teaching and Learning	_____ Date	☐ Approved	☐ Denied

Bacon Academy Robotics Team 1699
FIRST Robotics Competition Event 1

Thursday, March 16- March 18 Western New England University District Event

March 16- Pit Set-Up School Van Use Pending Approval
M and J bus will pick up Roadie Group of 4 students and 2 mentors to travel to Western New England University to set up the pit in preparation for competition. 2 Mentors will drive separately with trailer. Leave Bacon at 4:00 pm and travel to WNE competition site for pit set up from 5-9:00 pm. Group will return to Bacon Academy for parent pick-up at 10 pm.

March 17- Team Travel to WNE- SCHOOL DAY
M and J bus will pick students and mentors up and leave Bacon Academy at 6:15 am for WNE competition site. Site opens at 7:30 am and matches end at 6 pm. Bus Pick-up will be 6:00 pm. Bus will transport all back to Colchester for a 9:00 pm pick up by parents. Lunch will be provided by the team on site and the bus will stop for dinner on the way home.

March 18- Team Travel to WNE for Day 2 of Competition
M and J bus will pick students and mentors up and leave Bacon Academy at 6:15 am for WNE competition site. Site opens at 7:30 am and matches/awards end at 6 pm. Bus Pick-up will be 6:00 pm. Bus will transport all back to Colchester for a 9:00 pm pick up by parents. Lunch will be provided by the team on site and the bus will stop for dinner on the way home.

Supervision Information:

John L Spaulding	860-234-7058
Alan C Mocksfield	860-949-3292
Jason Belding	860-391-1581
Seth Crampton	860-681-6075
Bradley Graham	860-373-6110
Mark Noniewicz	860-917-8010

M & J BUS INC.

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 1/5/22

PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA Robotics

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: 1 - 12 Students

TRIP DATE: MARCH 17 TRIP PICKUP TIME: 6:15AM

PICKUP LOCATION: BACON ACADEMY

DESTINATION: Western New England Univ
1215 Wilbraham Rd, Springfield MA

TIME LEAVING DESTINATION: 6:00 pm

TIME BUS WILL ARRIVE BACK AT PICK UP: 9:00pm * Stopping for dinner

DROP-OFF / PICK-UP: ✓ OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

***NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.**

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: _____

PURCHASE ORDER #: _____ OR C.O.D. _____

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625
IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: [signature] DATE: 1/5/23

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

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PERSON PLACING ORDER: Susan McKiernan

SCHOOL OR ORGANIZATION: BA Robotics

PHONE NUMBR: (8) 537-2378

NUMBER OF BUSES REQUESTED: 1 - 12 students

TRIP DATE: March 18 TRIP PICKUP TIME: 6:15 AM

PICKUP LOCATION: Bacon Academy

DESTINATION: Western New England U, 1215 Wilbraham Rd Springfield MA

TIME LEAVING DESTINATION: 6:00pm

TIME BUS WILL ARRIVE BACK AT PICK UP: 9:00pm * Stopping for dinner

DROP-OFF / PICK-UP: ✓ OR BUS TO STAY: _____

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